1. To Begin

1.1 Introduction

This User's Guide explains how to use the Administration function in the Metrics application. It contains pictures of every data entry screen for each Administration function. If you read a computer term in this Guide you do not understand, check Appendix A.

Tidewater Consultants, Inc. (TCI) developed the Metrics computer application to allow you to enter Metrics-related information into a single database. It is easy to learn how to use this application because it is designed for use as a Windows application.

1.2 Opening the Application

In order to use an application, you must first start or open it. The quickest way to start the Metrics application is to double click on its icon. If you know what this means and how to do it, you can skip the rest of Section 1.2. If you know what double clicking means, but have difficulty getting it to work for you, there is an alternative: Select the icon, and then select <u>O</u>pen from the <u>F</u>ile options as explained in Section 1.2.1.

1.2.1 Opening by Selecting

When the Metrics application was installed on your computer, an icon was placed in the Program Manager. The Metrics icon is a little picture with a caption under it that says "Metrics."
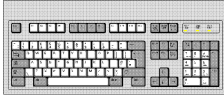
<u>A. Select the icon</u>. To select the icon, move the mouse around on your mouse pad (or desk top). Continue moving the mouse until you have positioned the pointer over the Metrics icon. Next, press and release the left mouse button one time. The icon is now selected.

<u>B. Select File</u>. After you select the icon (and it is highlighted), select the word "<u>F</u>ile" at the top of your screen. *Notes: The row at the top of your screen that contains the word "File" is called the menu bar. <u>F</u>ile and other words on the menu bar are called menu items. More information about the Metrics menu bar can be found in **Section 5.3.***

There are two ways to select <u>F</u>ile.

- <mark>Mouse method</mark>: Move the mouse around on your mouse pad (or desk top). This also moves the pointer on your monitor screen. Continue moving the mouse until you have positioned the pointer over the word "<u>F</u>ile" on the menu bar. Next, press and release the left mouse button one time. <u>F</u>ile is now selected. *Note: This document assumes a right-handed mouse.*

- <mark>Keyboard method</mark>: Notice that the F in the word File in the menu bar is underlined. The significance of the underlined letter is that Windows gives you another way of selecting File. This alternate method uses the keyboard instead of the mouse. To select an item that has an underlined letter, press the Alt key on your keyboard and the underlined letter at the same time. So to select File, depress both the Alt key and the F key. File is now selected.

C. Select Open. You will know when you have selected File because your computer will display a list of options beneath the word "File." One of the options in this list is the Open option. To begin the Metrics application that is currently highlighted, select Open from the list of File options. This can be done by using either the mouse method of pointing and clicking or the keyboard method of depressing the Alt and O keys on your keyboard at the same time.

1.2.2 Opening by Double Clicking

Immediately after you select the Metrics icon, click (press and release) the left mouse button a second time. This will also open the Metrics application.

1.3 Changing Your Mind

If you decide that you did not want to open the Metrics application at this time (that is, right after you have double-clicked the Metrics icon or selected Open from the File options), telling your computer that you didn't really want to do that will have no effect. Instead, you must wait until the Log-in screen opens on your monitor and then click on the **Exit** button. This will return you to your Windows Program Manager screen.